



**REQUEST FOR QUALIFICATIONS  
for  
Master Agreement for Architectural/Engineering (A/E)  
Design and Consulting Services at WSU Campuses and  
Extension Facilities**

**July 12, 2023**

For

**Washington State University**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: August 10, 2023, 3:00 pm**

## Introduction

Washington State University (WSU), Facilities Services is advertising to retain up to three firms on a master agreement basis to support WSU with their Minor Capital Projects by providing architectural and engineering services for all five WSU Campuses, and Extension Facilities across the State.

To be considered, all Statements of Qualifications (SOQ) should be submitted via email in PDF format electronic file to:

Louise Sweeney  
Project Manager Lead  
Department of Facilities Services, Capital  
[contracts@wsu.edu](mailto:contracts@wsu.edu); [lasweeney@wsu.edu](mailto:lasweeney@wsu.edu)  
Phone 509-335-4437

During preparation of the qualification's submittal, all communications with WSU regarding the submittal request shall be made with Louise Sweeney, Project Manager Lead, 509-335-4437, [lasweeney@wsu.edu](mailto:lasweeney@wsu.edu). Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm's SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by email and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.

### A. Selection Schedule

1. Statement of Qualifications Submittal	August 10, 2023, 3:00pm
2. WSU evaluates submittals	August 11-17, 2023
3. WSU Notifies finalists	August 18, 2023
4. Interview finalists (if necessary)	August 22-23, 2023
5. Final Selection Notification	August 30, 2023
6. Notice to Proceed	September 1, 2023

### B. Background

Per RCW 39.80, WSU intends to use this A/E Master Agreement to support WSU's requirement for project designs, drawings, contract administration, and estimating services in lieu of soliciting separate A/E service support agreements for each project. WSU has found that the A/E Master Agreement is a good contracting tool that enables timely support for the numerous Minor Capital Projects that are generated each year. Depending on funding and time of year, there are often multiple projects underway at any one time. As such, the A/E(s) that are selected must be able to respond to emergent issues that may arise during the project within **24-hours** followed by an on-site visit, as required. The on-site representative must be able to work independently and be either qualified/authorized to sign/stamp calculations, drawing and construction documents or have the ability through the home office or A/E partnerships to provide this support within **72-hours** of the request.

The selected A/E's will work very closely with the Facilities Services Project and/or Construction Manager (CM/PM) assigned to the various WSU projects. Additionally, they will routinely interface with other WSU Facilities Services Operations personnel, end-users, contractors, and consultants.

Interested firms shall have the following minimum qualifications:

- Licensed to do business in the State of Washington.
- 10 years' experience in the industry.
- Experience with campus settings with design experience supporting, but not limited to, teaching facilities, wet and dry teaching labs, research laboratories, administrative suites, clinics, recreation, and sports facilities.
- A broad understanding and background in various construction types, life safety and energy code requirements, ADA evaluations, renovation of historic structures, and deferred maintenance repair and replacement.
- Estimating Personnel shall have at least five years of verifiable estimating experience with an emphasis in RS-Means estimating and reviewing project material take-offs from contractors for reasonableness determinations that can be used to support contract and change-order price negotiations.
- Commitment that personnel will not be changed during the life of each project without prior consent and notice to WSU.
- The A/E firm demonstrates an ability to engage and collaborate across disciplines not contained within the A/E firm. Additional consultants can be added as needed per project and schedule requirements, and not limited to the following disciplines:

a. Architectural	g. Landscaping
b. Civil	h. Roofing Design
c. Structural	i. Acoustical
d. Mechanical	j. Security and Access Controls
e. Electrical	k. Voice and Data
f. Plumbing	l. Audio Visual

### **C.     Scope of Services**

The A/E's scope of performance includes, but not limited to, developing construction bid documents and drawings across multiple design disciplines to support Minor Capital projects being procured through Public Works, Small Works, Job Order Contract (JOC), construction and maintenance and repair contracts. The A/E will support the WSU PM/CM in their contract administration duties by reviewing contractor shop drawings, submittals, RFI's and material substitution requests from WSU's contractors and provide appropriate feedback to those submissions in accordance with the designer's intent, code and regulatory compliance requirements, coordinating with the building department (AHJ), and WSU's standards, specifications, and design guidelines. The A/E will provide cost estimating services by evaluating the JOC's proposed material take-off quantities submitted for each Work Order using the most current published RS-Means. The A/E will also provide cost reasonableness determinations for contractor change-proposal pricing across all contract types within the scope of this solicitation as requested. The A/E will provide record drawing sets to support WSU during the project close-out phase from various contractor red-line drawings, as-built submissions, "napkin" drawings in all formats under differing quality conditions.

The Consultant may be asked to provide additional A/E related duties, not specifically identified above on an as-needed basis when identified.

**D. Qualifications Submittal**

The following information should be provided in the RFQ submittal. Note that WSU is most interested in specific information regarding the proposed team members and their specific related experience. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized. Demonstrate your ability to meet project commitments within the prescribed time criteria. Demonstrate experience with collaboration and communication.

Each Team's SOQ shall be in PDF format, with the page size set to an A3 format (11 x 17) and limited to one sheet, front and back (when printed) and a font size not less than 10pt. Information embedded in links will not be reviewed.

**1. Introduction:**

Clearly identify the prime applicant name(s) and interest in pursuing this work. Include the RFQ title in the header.

**2. Basic Information:**

Name of firm, Address, Point of Contact, phone number, email address, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm, MWBE status of applicant firm, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

**3. Firm Experience:**

Provide a brief history of the firm outlining the firms experience and qualifications to meet the requirements of the RFQ. Material need not be elaborate or extensive but should depict, in the manner chosen by the respondent: scope and quality of respondent's work and the type of services provided.

**4. Proposed Personnel:**

List your Principals and Key Personnel that will be assigned to support WSU with the services you will provide under this solicitation. Describe their availability, assignment, and involvement in each aspect of the services provided. Relevant work experience of person should be described. Keep in mind that these are the same individuals who should be identified as having similar and related experience in the projects listed previously.

**5. Business Equity and Diverse Business Inclusion Plan:**

Summarize the core concepts of your company internal and external diversity and inclusion plans. Briefly identify any strategies, resource commitments, and steps you take to include OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants

**6. References:**

Provide complete contact information for references from at least three clients for which similar work has been performed.

**7. Acceptance of Contract Terms:**

Acknowledgement and acceptance of contract terms. If the firm takes any exception to any of the language in the agreement, specifically describe the reasons for the exceptions.

**E. Selection Process**

Each member of the Selection Committee will review and score the submittals received. Overall ranking will be based upon average of scores given by the Committee members.

SOQ's will be evaluated in accordance with the following weighted distribution:

1. Introduction	5 points
2. Basic Information	5 points
3. Firm Experience	40 points
4. Proposed Personnel	40 points
5. Business Equity and Diverse Business Inclusion Plan	10 points
6. References	Pass/Fail
7. Acceptance of University Agreement	No Score
SOQ Total Possible Score	100 points
Interview (if required)	50 points
Maximum Possible Score	150 points

Interviews may be conducted if the Selection Committee feels that interviews are needed. It is possible that up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule in Section A above.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all Statement of Qualifications (SOQ's), to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the SOQ's, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a SOQ pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted SOQ's shall remain the property of WSU and may be disclosed after award to selected firm(s).

**F. Protest Procedures**

Firms shall provide written notification by email to the Assistant Vice President, Facilities Services, Capital and Operations via [contracts@wsu.edu](mailto:contracts@wsu.edu) of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

**G. Form of Agreement**

The consultant agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/consultants/>. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement, they must specifically describe the reasons for the exceptions. The University makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

**H. Consultant Fees**

Actual fees will be negotiated with WSU Facilities Services, Capital and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon State fee guidelines and rate maximums. If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with another firm responding on the master agreement. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

**I. Nondiscrimination**

Washington State University is committed to the enhancement of opportunities for small and diverse businesses in public contracting. All business will be afforded full opportunity to submit SOQ's in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award.

**J. Master Agreement Schedule**

The schedule noted herein is tentative.

Base Master Agreement:	August 2023 – August 2025
Option Year 3:	August 2025 – August 2026
Option Year 4:	August 2026 – August 2027

**K. Registration, Licensing, and Insurance**

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

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End of Request for Qualifications